



Screwtops of VAW-123

Welcome Aboard Package



Screwtops of VAW-123

PCS Information

Electronic WELCOME ABOARD PACKAGE

ARRIVAL

Airport information: If you arrive by air at Norfolk International Airport, you will find a Navy representative on duty in the airport information booth to assist you. The booth is manned normally from 8 a.m. to midnight, seven days a week. The uniformed military personnel have information about all bases in the Hampton Roads area, transportation, duty office telephone numbers, ombudsmen telephone numbers and emergency assistance numbers. The information booth may be reached by calling 444-3040.

Upon arrival in Norfolk, you are required to check in with the Transient Personnel Unit. The TPU provides support and assistance to new check-ins and will set up your arrival to the ship. Call the Transient Personnel Unit Quarterdeck for directions and guidance as to proper check-in procedures. They can be reached 24 hours a day by calling (757) 444-1640 or DSN 564-1640.

If you do not already have a sponsor, please email your Name, Rate, SSN and estimated date of arrival to the [Sponsor Coordinator](#).

Our Command Master Chief's email address is cmc@vaw123.navy.mil.

The Electronic Welcome Aboard Package:

- [Relocation Information](#)
- [Housing Information](#)
- [Money Matters](#)
- [Important Phone Numbers](#)
- [Pre-Deployment Checklist](#)
- [OMBUDSMAN](#)
- [Naval Station Norfolk Home Page](#)



Screwtops of VAW-123

Relocation Information

A Relocation checklist for military personnel

Very good checklists can be found at your local Family Service Center Relocation Office. These are usually the best source of information to make your move as painless as possible. However, this page may serve to remind you of some of the important items that are sometimes overlooked.

Issues that affect military assignment:

Have you...

- received your orders?
- Obligated service for the duration of your new assignment?
- received a signed transfer evaluation and filed it in your service record?
- notified your sponsor of flight information? Arranged ground transportation?
- Obtained a passport? It is not required, but highly recommended that all military members get a tourist passport prior to departing the United States. Active duty military are not eligible for a "no-fee" passport, but their family members are -- ensure they have one! A passport makes it easier and quicker to depart some of the various countries we visit. You never know when you will be required to return to homeport or the U.S. to attend a school or go TAD.

If your family members will accompany you to Norfolk, the following actions will help create a smooth transition and tour:

- Complete all of the above military assignment issues
- Visit the Personal Property Office as soon as you get your orders. Arranging your pack out in a timely manner eliminates much of the stress caused by moving.
- Plan for the day of your move!
 - Do you need it? If not, can you throw it away or place it in storage or will you take it with you? The local Personal Property Office can assist you with placing items in storage. This should be taken care of at least 2 weeks prior to arrival of the movers.
 - Keep your important documents (birth certificates, passports, orders, medications, insurance, etc.) separate. If possible, keep them locked in your car trunk during the pack out so they don't get accidentally packed. You should, at a minimum, keep the following items with you prior to AND during transit to your new command:
 - PCS orders
 - All military records
 - Keys
 - Address book

- Moving documents
- Household valuables inventory
- Complete a Change of Address card at the local post office. You can also fill this out on-line at www.usps.gov/moversnet. Remember, this changes your address at the post office, not with whomever is sending you mail. You must notify individuals, companies, and any magazines you have subscriptions with separately. Most companies, including magazines, have a toll-free number you may call to change your delivery address.
- Provide your relatives (spouse, parents, etc.) with a copy of your PCS orders. If there is an emergency requiring them to contact the American Red Cross (ARC), your orders will allow the ARC to quickly determine your location and contact you.
- Make arrangements to cancel utility services and pay final bills. Most utility companies will forward a final statement and receipt of payment to your new address if you ask. Ensure you take care of ALL of the following, as necessary:
 - Water company
 - Electric company
 - Natural gas company
 - Trash/waste services
 - Telephone (including CELL phones)
 - Any maintenance related fees you may have incurred
- As soon as you know your flight information, make temporary lodging arrangements for the new location. You can call 1-800-NAVY-INN to make reservations for the NAVY LODGE, or you may call the Norfolk Navy Lodge directly at 1-757-489-2656.
- You can also click on this link: [Navy Lodge at Norfolk](#)

Directions to the Navy Lodge:

- From I-64, take 564 (Naval Base exit)
- Take Terminal Boulevard exit
- Turn right on Hampton Boulevard to Navy Lodge, Building SDA- 314, on left, across from the Armed Forces Staff College

Your new mailing address will be:
Your Name and Rank VAW123 UNIT 60138 FPO AE 09507-6409

VEHICLE DECALS Getting a bumper decal from the installation police station or pass office for your vehicle is required. Decals are valid for three years or until end of enlistment. Applications include proper Department of Defense identification, registration, a valid driver's license and evidence of insurance. Virginia law requires \$25,000 (injury or death to one person), \$50,000 (injury or death to two or more persons) and \$20,000 (property damage). Lesser amounts of insurance are acceptable if they meet the minimum requirements. Decal applicants must have a safety inspection. Vehicles must display the inspection sticker from state of registration.

VEHICLE REGISTRATION A motor vehicle owned solely by a military member stationed in the Commonwealth of Virginia may be licensed either in the individual's home state or in Virginia. If the vehicle is owned by a spouse or authorized family member whose sponsor is not in the local area, or if the vehicle is jointly owned by the military member and another non-military person, Virginia license tags are required. If a military member vehicle is licensed in the state of domicile, he/she may continue to use an operator's license from that state. Personnel who license their vehicle in Virginia are advised to secure a Virginia operator's license. Virginia license plates cost about \$25. Vehicle owners must have at least the minimum amount of liability (\$25,000 to \$50,000 bodily injury and \$20,000 property damage). The policy must be issued by a company licensed to operate in Virginia and must be in effect on the date of registration. Vehicles registered in Virginia also are required to have a city decal. If the military member solely owns the vehicle and is a resident of another state, the personal property tax will be waived. City decals from another state may be acquired from the city hall appropriate to the service member's residence in Hampton Roads.



Screwtops of VAW-123

: PCS Information: Housing Information

OFF - BASE HOUSING IN NORFOLK GENERAL OVERVIEW

Make the [Norfolk Housing Welcome Center](#) one of your first stops after arriving in Norfolk. Come in to pick up application forms for housing or, if you mailed applications in advance, confirm the housing office received them and your name is on the housing list.

Service members are encouraged to apply for government quarters and renew every six months. Assignment to government quarters is one bedroom per child. There is a two-pet limit (i.e. dogs/cats) at all government housing locations, except leased units, where no pets or waterbeds are permitted. Stoves, refrigerator, dishwasher, and washer and dryer hookups are furnished. To apply, complete a DD Form 1746, available at any housing office, and provide pcs orders, current page two and Power of Attorney, if acting in the military member's behalf.

If you are planning to rent or buy instead of living in government quarters, ensure that you have an idea of what maximum monthly rent you are able to pay before you come into the Welcome Center for your first visit. Disbursing can provide information on your allowances. The decision whether to stay within your allowances or spend additional money out of your base pay is yours. As in many major U.S. cities, you may have to pay more than your housing allowance to get a house that is acceptable to you.

Rental and utility payments must be paid promptly, regardless of TAD, leave deployment or emergencies. Failure to pay can result in legal hold, loss of security clearance, and charges under the UCMJ or Federal laws.

If you need to contact the Housing Office, then call:

COMM (757) 445-2832

TOLL FREE 1-800-628-7510

DSN 565-2832

Or write to:

HOUSING DEPARTMENT PM21
7924 14TH STREET
NORFOLK VA 23505-1217

or email: norfolk@housing.navy.mil

or go to their web site: [Navy Housing Website](#)



Screwtops of VAW-123

Money Matters

MONEY MATTERS

There are many allowances made especially for deploying personnel, and a tour with the Screwtops holds a strong likelihood you will deal with all of the allowances listed on this page.

Family Separation Allowance (FSA). FSA is an allowance paid to married active duty members who are required to be separated from their families. While assigned to the Screwtops, family members will draw an additional \$100.00 per month FSA for every at sea or deployment period that exceeds 30 days.

Career Sea Pay (CSP). All members of the Screwtops are authorized sea pay for the duration of their shipboard deployments. Based on years of sea duty performed, this allowance varies and starts automatically upon deployment to a ship.

Dislocation allowance (DLA). DLA is paid to any active duty member, with family members, who move their household due to a permanent change of station. This allowance can be drawn in advance prior to detachment from the last command. If it is not paid in advance, it is automatically paid during liquidation of the final travel claim upon reporting. [DLA rates](#) are based on pay grade.



Screwtops of VAW-123

Telephone Numbers

Phone numbers and points of contact for Norfolk Naval Base, Virginia:

DSN prefix for Norfolk, Virginia is 564-xxxx

All commercial numbers in Norfolk are in the 757 area code

Location	Phone number
AMERICAN RED CROSS	314-6454
Base Security	444-2324
Family Service Center	444-NAVY
Housing Welcome Center	445-2832
Medical Emergency	444-3333
Naval Station Command Chaplain	444-7361/3
Navy and Marine Corps Relief Society	423-8830
Navy Legal Services Office	444-4496
Navy Lodge	489-2656 or 1-800-NAVY-INN
Personal Property	A-K, 444-7585 and L-Z, 444-7241
PSD	444-1150
TRICARE desk	1-800-931-9501

MILITARY BASE OPERATOR

Military base	Operator number
Norfolk Naval Base (DSN 564)	444-0000



Screwtops of VAW-123

Money Matters

PRE-DEPLOYMENT GUIDE

This checklist is designed for every Sailor -- single, married or geo-bachelor -- to assist you in basic pre-deployment planning. Of course, it's impossible to anticipate each Sailor's every need, so use this guide as a starting point, but talk to friends, family and loved ones and find out what they need from you before you deploy. More detailed checklists can also be found at Norfolk's Family Service Center.

BANKING DECISIONS

Sign up for direct deposit if you haven't already done so.

Make sure your savings and checking accounts are in the same bank so funds can be transferred easily.

Married personnel:

Establish separate checking accounts to ease confusion over who is writing checks when, and for what amount.

Set credit card limits for each spouse or decide who will be using credit cards during deployment.

If desired, the Split Pay Option allows shipboard members to have an amount of their choice placed into the shipboard ATMs. These machines are not accessible from off-ship, and do not have connectivity with any off base banking facility. This is a good alternative to separate checking accounts. Be advised, however, that money sent to the ship's ATMs does not earn any interest.

VEHICLES

Make sure car's registration, insurance, inspection, and taxes will last through the deployment.

If road taxes or other payments will become due while you are underway, make detailed arrangements with someone to pay them.

If the car will not be driven, call Base Security for storage information.

Married personnel:

Complete regular vehicle maintenance before deploying.

Leave the name and number of a trusted mechanic/garage.

Leave a list of the correct type of battery, tires, oils, etc.

LEGAL

Check Page 2 of your service record to make sure the correct information is listed.

Make sure the correct beneficiary is listed on your SGLI.

Decide whether or not you need a power of attorney. Visit the Navy Legal Service Office (NLSO) to have one drawn.

Either file your taxes prior to deployment, or bring all necessary tax documents with you.

Visit NLSO to have a will drawn up for you (and your spouse.)

Married personnel:

Spouse should know location of important documents such as wills, marriage and birth certificates, insurance policies, etc.

Check expiration dates on family members' ID cards.

Call 1-800-538-9552 to verify DEERS enrollment for family members.

If applicable, ensure family members know how to handle birth and citizenship paperwork at the Navy Legal Services Office.

Explain to your family how to use the Navy-Marine Corps Relief Society and Family Service Centers.

RENT AND UTILITIES

Make arrangements to have someone pay your rent and utility bills. Ensure you take care of ALL of the following, as necessary:

- Rent
- Water company
- Electric company
- Natural gas company
- Trash/waste services
- Telephone (including CELL phones)
- Any maintenance related fees you may have incurred

EMERGENCY PLANS

Make all arrangements with the understanding that any deployment can be extended with little or no notice.

Ensure family members have your complete official mailing address, Social Security Number, and ombudsman's telephone number or email address.

Ensure spouse has a copy of member's Page 2.

Ensure family members know how to use the American Red Cross in case of emergency.

COMMUNICATIONS

Make sure friends and family members know how to contact you on the ship, either via email or "snail mail." Too often, ships at sea receive unnecessary AMCROSS messages just because a Sailor hasn't written home in awhile.

Alert family members to the presence of the ombudsman email newsletters and the official Screwtop world wide web site: <http://www02.clf.navy.mil/vaw123.htm>.

POINTS OF CONTACT AND THE SERVICES THEY PROVIDE

SECURITY 444-2324

Base Security is your point of contact for vehicle registration and storage questions, including bicycle storage.

NAVY LEGAL SERVICES OFFICE (NLSO) 444-4496

NLSO is on hand to assist with powers of attorney, taxes, wills, birth and citizenship issues while the squadron is deployed.

AMERICAN RED CROSS 314-6154

ARC is available to family members for assistance concerning personal, financial, emergency leave and health problems. In case of serious injury or death in the immediate family which requires the serviceman's presence, family members should notify ARC, who will send an AMCROSS message to the ship. ARC will need the member's rate/rank, full name, dept., div., and social security number.

NAVY/MARINE CORPS RELIEF SOCIETY 423-8830

NMCRS offers budget counseling and emergency financial assistance.

NORFOLK FAMILY SERVICE CENTER 444-NAVY

FSC provides a one-stop office staffed with people trained to provide a variety of services including Anger and Stress Management Workshops, Financial Planning, and video equipment for taping video letters.

SCREWTOP OMBUDSMAN

Email: vaw123ombudsman@hotmail.com

Ombudsmen act as a liaison between families and the command. You will also find that the Screwtop's ombudsmen consistently have the most accurate and up-to-date information concerning the squadron while it is at sea.



Screwtops of VAW-123

Ombudsman

We would like to take this opportunity to say "WELCOME TO THE SCREWTOPS"

The Screwtops are currently commanded by Commander Eric R. Hinger and are deployed aboard the U.S.S. Theodore Roosevelt (CVN-71)

The Role of the Ombudsman:

- The ombudsman is the link between the command and the Navy families. The ombudsman is the primary point of contact between the families at home and the deployed command .
- The ombudsman is a source of information and referral, to keep the families informed and to assist the families when needed.
- The ombudsman program may include confidential information. This is defined by the CO as sensitive information about a service member or his/her family that is kept within the system for official use only and is relayed only on a need-to-know basis. You can put your trust in your ombudsman!

The Screwtop Enlisted Family Support Group is forming up and is open to all family members of the Screwtop enlisted community. We celebrate diversity and welcome any new members, regardless of race or nationality or family composition. Anyone interested in assisting with this project should contact the the OMBUDSMAN.

To contact any Screwtop Ombudsmen, send an email to:

vaw123ombudsman@hotmail.com

PLEASE NOTE: *Department of Defense website regulations forbid the release of individual email addresses. Therefore you will not find an email directory on this website, and the webmaster and ombudsman cannot provide email addresses via email either.*

Important Phone Numbers:

Screwtop Quarterdeck (In Port): (757) 444-4644
Care Line: (757) 445-6542
Care Line (toll free): 1-866-833-3710

Websites:

- [U.S.S. Roosevelt](#)
- [Naval Air Station Norfolk](#)



Screwtops of VAW-123

Important Notes
